

ANNOUNCEMENT NUMBER: 14-05

OPEN TO: All Interested Candidates/All Sources

POSITION: Alumni and Youth Outreach Coordinator - FSN-7; FP-7

OPENING DATE: March 24, 2014

CLOSING DATE: April 07, 2014

WORK HOURS: Full time; 40 hours/week

SALARY: Salary and Grade will be based on the qualifications

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. **For complete details click on:** <http://Niamey.USEmbassy.gov>

NB: Applicants who responded to Vacancy Announcement No 13-25 need not to reapply as their application will be considered.

The U.S. Embassy in Niamey is seeking applications from qualified individuals for the position of **Alumni and Youth Outreach Coordinator** in the Public Affairs Section (PAS).

BASIC FUNCTION OF POSITION:

The Alumni and Youth Outreach Coordinator will play a lead role in the development, planning, and implementation of programs targeting Nigerien youth and alumni of US Government programs. S/he also develops innovative means of identifying and engaging alumni and youth and creates and maintains a current database of alumni and youth contacts.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Tel: 20-72-26-61, ext. 4015/4479.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** A University degree in any field is required.
2. **Prior Work Experience:** Two to three years of experience working in an educational setting, performing educational administration, teaching, working in an Embassy, NGO, or private enterprise is required. Incumbent should have experience (paid or unpaid) as a volunteer, student organization management, advocacy, or activism experience in one of the following areas: events management, campaign development, marketing, communications, advocacy, policy development or change, interagency liaison, or public relations.

3. **Language:** Level IV (Fluent) English and French are required. Level III speaking of at least two local Nigerien languages, Hausa and Zarma preferred. English language proficiency will be tested.
4. **Knowledge:** Knowledge of Nigerien youth culture, educational opportunities, and youth-related political issues is required. Good understanding of Nigerien education system (both formal and informal) and of youth culture, Nigerien socio-political issues, and socio-ethnic diversity is also required.
5. **Skills and Ability:** Must possess good data analysis skills and be able to comfortably work with MS-Office packages. Demonstrated communication skills are also required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested Candidates should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available at: <http://Niamey.USEmbassy.gov>; **or**
2. A current résumé or curriculum vitae that provides the **same information** as the Universal Application for Employment (see Appendix B); **or** a combination of both; i.e. Sections 1 -24 of the Universal Application for Employment along with a listing of the applicant's work experience attached as separate sheet; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Attention: Human Resources Office
American Embassy
BP 11201
Niamey, Niger.

POINT OF CONTACT

Human Resources Office
Telephone: (227) 20-72-26-62, Ext. 4015/4479

Applications must be received by the closing date.

CLOSING DATE FOR THIS POSITION: April 07, 2014 at 17:30 pm

The U.S. Mission in Niamey provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

U.S. Mission Niamey is a drug-free work environment.